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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Agency  
Washington 25, D. C.

RECORDS, REPORTS, SERVICE FEES, SALES & RENTALS OF  
CCC BINS, INSPECTION & MAINTENANCE OF CCC BINS AND  
STORED COMMODITIES

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Part I. General

In the following sections there are outlined in detail the records and reports to be used by county and State committees beginning January 1, 1945 in connection with all commodity loan and purchase programs. All previous instructions on the records and reports are invalidated by these instructions. The records maintained by State and county committees in connection with transactions for Commodity Credit Corporation are subject to audit, consequently it will be necessary that these records and reports be accurate and kept up to date at all times.

The community committeeman appointed to supervise the work at bin sites shall be present at all times whenever commodities are being placed in or removed from CCC bins. If more practical, a county committeeman may be appointed to this job where the bin site is located in the same town with the county office. Under no circumstances shall anyone except elected committeemen be appointed to look after bin sites. This committeeman shall supervise weighing, sampling, forwarding scale tickets, Commodity Loan 15's, commodity samples, and any other information necessary for the county committee to complete their records. He shall also supervise all in and out movement of CCC commodities stored in CCC bins. Whenever it is impossible for the appointed committeeman charged with the responsibility of looking after the site to be present, he shall appoint another elected committeeman to take his place.

Part II. Preparation of Commodity Loan 23A by County Committees

A. County committees shall keep a record of all commodities received in CCC bins and a record of all withdrawals from CCC bins. A separate record for each type of transaction, each bin site, and each CCC owned commodity stored at the site shall be maintained in the county office on a day by day basis. This record shall include the following types of transactions.

1. RECEIPTS

- a. Commodities delivered to CCC bins in satisfaction of loans.
- b. Commodities purchased by county committees for storage in CCC bins.
- c. Commodities moved from warehouses to bin sites.
- d. Feed grains shipped in for local sales by county committees.

2. WITHDRAWALS

- a. Direct sales by county committees from bin sites (such as commodities sold for seed.)
- b. Commodities loaded for shipment by warehousemen.

- c. Commodities loaded for shipment by county committees.
- d. Feed grain sold locally by the county committee.
- e. Losses due to spoilage, cleaning, or theft.

Commodity Loan 23A shall be used only when commodities are loaded in or out of CCC bins and for feed grains shipped in for sale by the county committee whether sold from cars or out of bins. This form shall not be used to record transactions involving bins which are rented to warehousemen or producers.

B. PREPARATION OF COMMODITY LOAN 23A SHALL BE COMPLETED AS FOLLOWS:

Enter in the upper right hand corner the State, county, location, site number and report number.

In the space provided in the heading of the form, enter the commodity for which the report is being prepared and strike out the inapplicable term, ("Receipts or Withdrawals.")

Enter the date the report is prepared.

These reports shall begin on January 1, 1945 with number 1 and be numbered consecutively by Commodities through June 30, 1945 regardless of whether they are for commodity receipts in bins or commodity withdrawals from bins. Each page shall constitute a separate report. Beginning July 1 each year, a new series beginning with number 1 shall be used.

- RECEIPTS -

C. COMMODITIES DELIVERED IN SATISFACTION OF LOANS. COMPLETE COMMODITY LOAN 23A AS FOLLOWS:

Column A - Enter the date the commodity was received at the bin site.

Column B - Enter the name and address of the borrower.

Column C - Enter the loan serial number.

Column D - Enter the gross bushels and hundredths of bushels as recorded on the scale tickets. (The gross bushels shall also be entered on Commodity Loan 15 above Section 1 by typing or stamping "Gross bushels \_\_\_\_\_".)

Column E - Enter the percentage of dockage as recorded on Commodity Loan 15.

Column F - Enter the grade and class as recorded on Commodity Loan 15.

Column G - Enter the protein content, if applicable, as recorded on Commodity Loan 15.

Column H - Leave blank.

Column I - Leave blank.

Column J - Leave blank.

Column K - Enter the handling charges. If a warehouseman is accepting delivery of loans for storage in CCC bins for the county committee, these charges will be the agreed per bushel charge.

Copies of Commodity Loan 15 and CCC Grain Form W for the deliveries recorded on Commodity Loan 23A shall be attached to the Corporation's copy before forwarding the report to the State office.

The committeeman in charge of the bin site and the borrower shall take a representative sample from each load at the time the commodity is being delivered to the bin site and commingle such samples in order that one representative sample may be secured for each loan or farm bin or crib.

The sample shall be forwarded to the county committee together with the scale tickets and Commodity Loan 15.

The county committee shall submit the sample to a testing laboratory together with two copies of the "Sample Identification" (CCC Soybean Purchase Form F in the case of soybeans or CCC Edible Bean Purchase Form F in the case of edible beans) and complete Section I of Commodity Loan 15 upon receipt of the grade factors from the laboratory.

Commodities under loan received by warehousemen for immediate shipment or storage in their own warehouse will be handled in accordance with instructions outlined in Commodity Loan 2, Part III, Section II, subsection b, "Liquidation by Delivery."

D. COMMODITIES PURCHASED BY COUNTY COMMITTEES. COMPLETE COMMODITY LOAN 23A AS FOLLOWS:

Column A - Enter the date the commodity is delivered to the bin site.

Column B - Enter the name and address of the producer from whom the commodity was purchased.

Column C - Enter "Purchase."

Column D - Enter the gross bushels and hundredths of bushels as recorded on the scale tickets.

Column E - Enter the percentage of dockage as recorded on the sample identification.

Column F - Enter the grade and class as recorded on the sample identification.

Column G - Enter the protein content, if applicable, as shown on the protein certificate.

Column H - Enter the price per bushel paid for the commodity.

Column I - Leave blank.

Column J - Leave blank.

Column K - Leave blank.

Copies of the sight drafts used in payment for the commodity and CCC Purchase Form B, "Offer of Sale," for the purchases recorded on Commodity Loan 23A shall be attached to the Corporation's copy before forwarding the report to the State office.

The committeeman in charge of the bin site and the producer shall take a representative sample of each load delivered and commingle the samples for each producer's commodity where, in the committeeman's judgment, there is no difference in the value of the commodity being purchased. Where there is a difference in the value of the commodities being purchased, only samples of the same value may be commingled before forwarding the sample to the county committee.

The county committee shall submit the sample to a testing laboratory together with two copies of the "sample identification" (CCC Soybean Purchase Form F in the case of soybeans or CCC Edible Bean Purchase Form F in the case of edible beans.)

E. COMMODITIES MOVED FROM WAREHOUSES TO BIN SITES. COMPLETE COMMODITY LOAN 23A AS FOLLOWS:

Column A - Enter the date the commodity was placed in bins.

Column B - Enter the name and address of the warehouse(s) from which the grain was received.

Column C - Enter trust receipt number (s) for each warehouse separately.

Column D - Enter the gross bushels and hundredths of bushels as recorded on the scale tickets.

Column E - Enter the percentage of dockage as recorded on the "Sample identification".

Column F - Enter the grade and class as recorded on the "Sample identification".

Column G - Enter the protein content, if applicable, as recorded on the protein certificate.

Column H - Leave blank.

Column I - Leave blank.

Column J - Leave blank.

Column K - Enter the handling charges. If a warehouseman performs the service of moving the commodity from warehouse into the bins, this entry will be the agreed per bushel charge.

The committeeman in charge of the bin site and the warehouseman shall draw a representative sample from each load. The samples from approximately each ten loads of similar quality shall be commingled before forwarding the sample(s) to the county committee.

The county committee shall submit the sample(s) to a licensed laboratory together with two copies of the "Sample identification".

F. FEED GRAINS SHIPPED IN BY COMMODITY CREDIT CORPORATION. COMPLETE COMMODITY LOAN 23A AS FOLLOWS:

Column A - Enter the date the feed grain was received.

Column B - Enter "CCC".

Column C - Enter car number.

Column D - Enter the number of bushels and hundredths of bushels as recorded on the bill of lading.

Column E - Leave blank.

Column F - Leave blank.

Column G - Leave blank.

Column H - Leave blank.

Column I - Leave blank.

Column J - Leave blank.

Column K - Enter the total handling charges. If a warehouseman performs the service of unloading the car and placing the feed grain in bins, the entry for this column shall be the agreed charge per bushel.

For the purpose of this record, feed grains shipped in, even though sold from the car, shall be listed in the same manner as though the commodity was placed in CCC storage bins.

Inspection, prior to unloading, of the condition of each car received, shall be made in order to determine if there has been any apparent loss.

Where an entire car(s) of feed grain is unloaded into CCC bin(s), it shall be weighed when loaded into the bins so that a determination can be made immediately of any shortage or overage in the car(s). If a shortage or overage is discovered, a memorandum shall be prepared in triplicate by the county committee setting forth the bill of lading weights and the scale ticket weights of the commodity unloaded and the amount of the shortage or overage. A copy of this memorandum shall be attached to each copy of Commodity Loan 23A. An affidavit prepared in triplicate similar to the sample below by the person owning the scales or the person weighing the commodity for the committeeman at the time it is being unloaded from the car will be required in all cases where there is a shortage. This affidavit shall be attached to the above memorandum and Commodity Loan 23A before submitting to the State AAA committee. Any evidence of shortage must be submitted by the County Committee so that it will reach Commodity Credit Corporation within ten days. All claims for shortage will be instituted by Commodity Credit Corporation. The shortage or overage shall be subtracted from or added to the "Balance on hand this report".

Affidavit

\_\_\_\_\_ Date \_\_\_\_\_ 194 \_\_\_\_\_

THIS IS TO CERTIFY that I have weighed the entire contents of Car No. \_\_\_\_\_ Initials \_\_\_\_\_ and found same to contain \_\_\_\_\_ pounds of \_\_\_\_\_ no more no less.

Signed \_\_\_\_\_  
Weigher

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 194 \_\_\_\_\_. My commission expires \_\_\_\_\_ 194 \_\_\_\_\_.  
Signed \_\_\_\_\_

Seal  
Scale tickets attached.

Notary Public

- WITEDRAWALS -

- G. SALES OF COMMODITIES FOR SEED BY COUNTY COMMITTEES. (ANY COMMODITY SOLD FOR SEED SHALL BE SOLD WITHOUT GUARANTEE OF VARIETY, GRADE, CLASS, GERMINATION OR PURITY). COMPLETE COMMODITY LOAN 23A AS FOLLOWS:

Column A - Enter the date of removal from the bin.

Column B - Enter the name and address of the purchaser.

Column C - Enter "Sale."

Column D - Enter the gross bushels and hundredths of bushels as recorded on the scale tickets.

Column E - Leave blank.

Column F - Leave blank.

Column G - Enter the variety if known; otherwise leave blank.

Column H - Enter the price per bushel received for the commodity sold.

Column I - Enter the total sales proceeds.

Column J - Enter the bin number(s) from which the commodity is removed.

Column K - Leave blank.

The proceeds in the form of a bank draft, cashier's check, certified check or money order payable to Commodity Credit Corporation for the the commodity sold shall be attached to the Corporation's copy of Commodity Loan 23A before forwarding the report to the State office.

No samples need be taken by the committeeman for this type of transaction.

- H. COMMODITIES REMOVED FROM BINS AND SHIPPED BY WAREHOUSEMEN. COMPLETE COMMODITY LOAN 23A AS FOLLOWS:

Column A - Enter the date the commodity was removed from the bin site.

Column B - Enter the name and address of the warehouseman shipping the commodity.

Column C - Enter shipping order number.

Column D - Enter the gross bushels and hundredths of bushels as recorded on the "in" scale tickets as they are weighed into the warehouse.

Column E - Enter the percentage of dockage as recorded on the "Sample identification".

Column F - Enter the grade and class as recorded on the "Sample identification".

Column G - Enter the protein content, if applicable, as recorded on the protein certificate.

Column H - Leave blank.

Column I - Leave blank.

Column J - Enter the bin number(s) from which the commodity was removed by the warehouseman.

Column K - Enter the handling charges. This entry will be the agreed price per bushel.

The committeeman in charge of the bin site and the warehouseman shall draw a representative sample from each load. The samples from approximately each 10 loads of similar quality shall be commingled before forwarding the sample(s) to the county committee.

The county committee shall send the sample to a licensed laboratory together with two copies of the "Sample identification".

As soon as the grade factors are received from the testing laboratory and Commodity Loan 23A is completed, a statement shall be typed immediately below the last entry for this type of transaction which shall read as follows: "I hereby certify that the above recordings for this commodity are true and correct. Signed warehouseman". Where a commodity is to remain in storage in the warehouse, warehouse receipts shall be attached to Commodity Loan 23A.

I. COMMODITIES REMOVED FROM BINS AND SHIPPED BY COUNTY COMMITTEES. COMPLETE COMMODITY LOAN 23A AS FOLLOWS:

Column A - Enter the date the commodity was removed from the bin site.

Column B - Enter "County Committee".

Column C - Enter shipping order number and car number.

Column D - Enter the total gross bushels and hundredths of bushels from each truck load placed in a car, as recorded on the scale tickets.

Column E - Leave blank.

Column F - Leave blank.

Column G - Leave blank.

Column H - Leave blank.

Column I - Leave blank.

Column J - Enter the bin number(s) from which the commodity was removed.

Column K - Enter the per bushel handling charges incurred by the county committee exclusive of county office expense.

No samples need be taken by the committeeman for this type of transaction.

J. FEED GRAIN SALES. COMPLETE COMMODITY LOAN 23A AS FOLLOWS: Sales shall be made from one bin until the entire amount in the bin is removed before selling from any other bins at the bin site.

Column A - Enter the date of the removal from bin site.

Column B - Enter the name and address of the purchaser.

Column C - Enter "Feed grain sold."

Column D - Enter the gross bushels and hundredths of bushels as recorded on the scale tickets.

Column E - Leave blank.

Column F - Leave blank.

Column G - Leave blank.

Column H - Enter the price per bushel for the feed grain sold, (do not include sales handling charges.)

Column I - Enter the total sales proceeds. This entry shall include the handling charges.

Column J - Enter the bin number(s) from which the commodity was removed. In case of sales from a car, enter the railroad car number.

Column K - Enter the cost per bushel for the services performed.

Where part of a car is sold on the track, the remainder of the car shall be weighed before it is placed in a CCC bin so that a determination can be made immediately of any shortage in the car. Whenever the weights as shown by the scale tickets on the grain sold direct from the car plus the weights on the scale tickets of the feed grain unloaded and placed in bins are less than the bill of lading weights, the shortage shall be recorded in column D of Commodity Loan 23A and

the words "Car Shortage" typed in opposite the entry in column D. This shortage shall be included in the report total so that it will not result in an erroneous figure in the "Balance on hand this report." If, when balancing the bill of lading weights against the scale ticket weights of the feed grain unloaded from a car, it is discovered that there is an overage, such overage shall be added to the "Balance on hand this report." When a shortage or an overage is discovered, a memorandum shall be prepared in triplicate by the county committee showing:

1. Car number.
2. Report number upon which the car was reported as received.
3. Bill of lading weight.
4. Scale ticket weights on the feed grain sold from the car.
5. Scale ticket weights on the feed grain placed in CCC bins.
6. The amount of the shortage or overage.

A copy of this memorandum shall be attached to each copy of Commodity Loan 23A.

Where an entire carload is sold direct from the car, the same procedure shall be followed in the event of a shortage or overage.

An affidavit in triplicate by the person owning the scales or the person weighing the commodity for the committeeman at the time it is being unloaded from the car will be required in all cases where there is a shortage. This affidavit shall accompany the above memorandum. A copy of this affidavit shall accompany each copy of Commodity Loan 23A.

The proceeds in the form of a bank draft, cashier's check, certified check or money order payable to Commodity Credit Corporation for the feed grain sold shall be attached to the Corporation's copy of Commodity Loan 23A before forwarding the report to the State office.

- K. When Commodity Loan 23A is used for recording transactions on soybeans and edible beans, the form shall be completed in accordance with the type of transaction, as outlined in the applicable sections above, except that the following column headings shall be typed in on the first line as follows;

1. Soybeans. The entries for columns D through K will be taken from "CCC Soybean Purchase Form F."

Column E - "and foreign material."

Column F - "and test weight."

Column G - "Moisture."

Column I - "Splits."

Column J - "Total damage."

Column K - "Green damage."

2. Edible beans. The entries for columns D through K will be taken from "CCC Edible Bean Purchase Form F."

Column D - "Gross cwt."

Column F - "Percent defect."

Column G - "Net cwt."

Column H - "Per cwt."

Column I - "Pick cost per lb"

Column J - "Class."

Column K - "Grade."

- L. In all cases where commodities are being placed in or removed from bin sites and samples are required, the amount of the samples drawn from the respective commodities shall be adequate so that the county committee can forward a 4 lb. sample to a testing laboratory for grade determination and retain a 4 lb. sample in the event an appeal of grade determinations is called for by any party concerned.
- M. As of January 1, 1945 and at the close of business June 30 each year Commodity Loan 23A shall be completed by the county committee for every bin site in the county, regardless of whether or not there are any commodities stored at the bin sites. Where there are no commodities at a site, type in the word "empty" in the space provided for the type of commodity and enter zero in the space provided for "Balance on hand this report."

Where there are commodities on hand at a bin site, Commodity Loan 23A shall be submitted on the tenth, twentieth, and last day of each month, except where there have been no transactions during the month at a bin site. Where there have been no transactions, an inventory report must be made on the last day of the month for each commodity stored at each bin site as long as there are commodities at the site. When a bin site is emptied of a particular commodity and the "Balance on hand this report" is zero, the report may be discontinued for that commodity at that particular site until some of the same commodity is received again, except for the June 30 report each year. In the case of local sales which necessitate county committees handling proceeds from the sales, the report may be submitted as often as deemed desirable by the State committee. The report made at the end of the month shall be submitted to the State office not

later than the fifth day of the month following the month for which the report is being submitted. Other Commodity Loan 23A reports made during the month shall be submitted to the State office immediately upon completion.

N. Whenever a bin site is emptied of all of a particular commodity, the "Balance on hand this report" should be entered as zero and the county committee shall determine whether there has been a loss or gain. When this determination is made, they shall prepare a memorandum in triplicate explaining the reason, if known, for the loss or gain. If necessary, this memorandum shall set forth the total receipts and total withdrawals from the previous time that the bin site was emptied up to the date the report is being made. If in checking back through previous reports an error is found in any report(s) which would change final totals, the memorandum prepared shall give the report number(s) on which the error occurred and an explanation of the error. Only the last report submitted need be corrected in the "Balance on hand last report." Commodity Loan 23A shall be completed and forwarded to the State committee immediately and a copy of the memorandum shall be attached to each copy of Commodity Loan 23A.

O. Losses such as spoilage, losses through turning and cleaning, thefts, or any other losses discovered before a bin site has been emptied of a commodity shall be recorded on Commodity Loan 23A as a withdrawal. The estimated or actual, if known, number of bushels shall be entered in column D. It is very important that these losses be recorded and kept current so that the balance on hand will be as nearly accurate as possible at all times. Commodity Loan 23A shall be completed immediately upon discovery of any of the above types of losses. A memorandum shall be prepared outlining the type of loss and any other pertinent information which the county committee has in connection with the loss.

Spoilage shall be defined as any commodity which has no sale or salvage value.

On theft losses a statement signed by a law enforcing officer that there was evidence of theft shall be required when reporting such losses.

### Part III. Verification of Commodity Loan 23A and Preparation of Commodity Loan 23B by the State Committee

A. The State committee shall review Commodity Loan 23A for completeness, accuracy, and to determine that all supporting documents have been attached. The "balance on hand" of the commodity at the bin site at the end of each month shall be compared with the amount of the commodity reported by the committeeman on the bin site inspection report. These amounts will not check out due to the fact that the committeeman's figures are estimated. However, any wide variation should be investigated by the State committee immediately.

When it has been determined that Commodity Loan 23A has been prepared properly by the county committee, the State committee shall

forward the Corporation's copy, together with supporting documents, to the Regional Director of Commodity Credit Corporation serving the area. The other copy shall be used by the State committee to complete Commodity Loan 23B.

B. Commodity Loan 23B shall be prepared in duplicate as follows:

Enter the date of the report and the name of the State in the upper right hand corner.

Enter the name of the commodity and the month for which the report is being made in the space provided.

Columns 1 through 6 shall be completed as follows:

Column 1 - Enter the name of the county.

Column 2 - Enter the bin site number.

Column 3 - Enter the bin site location.

In States where it is not anticipated that there will be any changes in site locations, these three columns may be completed at the time the form is being mimeographed in the State office.

Column 4 - Enter the total amount of the receipts at the bin site. This entry shall be determined by adding the total receipts on all reports made during the month as shown on Commodity Loan 23A, "Amount Receipts This Report."

Column 5 - Enter the total amount of the withdrawals at the bin site. This entry shall be determined by adding the total withdrawals on all reports made during the month as shown on Commodity Loan 23A, "Amount Withdrawals This Report."

Column 6 - Enter the balance on hand. This entry shall be determined by subtracting the withdrawals from the receipts for the month. This result should agree with the "balance on hand" figure reported on the last Commodity Loan 23A completed for the month.

Enter the total for the State in columns 4, 5, and 6.

One copy of Commodity Loan 23B shall be retained in the State office and one copy forwarded to the Regional Director of AAA not later than the fifteenth of the month following the month for which the report is being made.

PART IV. RECORDS AND REPORTS OF LOANS CERTIFIED

- A. County committees shall currently keep a record of all loans certified on Commodity Loan 4. A separate record shall be maintained for each commodity and each type of loan. Columns 1 through 10 shall be completed as loans are certified. Column 3 shall show the date the loan is certified by the county committee. Columns 11 and 12 shall be left blank in all cases. The data for columns 13 and 14 shall be entered after the note or note and loan agreement has been returned to the county office by the lending agency and has been checked against the lending agency's letter of transmittal for correctness. Column 13 shall show the date the loan was disbursed by the lending agency. On the first working day of each month a line shall be drawn below the entries for the last loan certified during the preceding month and columns 7, 9 (if storage is advanced) and 10 totaled. Column 14 shall not be totaled until the end of the loan period and all fees have been received.

After obtaining totals for the month on Commodity Loan 4, the county committee shall prepare separate forms Commodity Loan 4A, "County Committee Loan Summary," for each commodity and each type of loan. These reports shall show the totals for the current month, cumulative totals from the preceding month, and cumulative totals for the loan period through the end of the month for which the report is prepared. Forms Commodity Loan 4A shall be prepared in duplicate. The original must be mailed to the States office not later than the fifth day of the month following the month for which the report is prepared. For any commodity on which loans have been made, this report shall be prepared and forwarded each month during the loan period regardless of whether or not any more loans for such months have been certified. The final report which shall contain the loans completed during the last month of the loan period shall be submitted not later than 30 days after the last day of the period for which loans are available.

- B. Within 20 days after the final date for which loans are available on a commodity, the county committee shall review all entries on Commodity Loan 4 to determine the number of loans on which no entry has been made in columns 13 and 14 and check such cases with the lending agency to determine whether such cases were oversights on its part and it has failed to furnish transmittals to the county office or producers have failed to complete the loans certified. The loans that have not been disbursed by the lending agency within 15 days after the final date for which loans are available shall be deleted on Commodity Loan 4. After all corrections and deletions have been made, a final cumulative report of loans certified for that commodity shall be prepared as follows: Enter the totals of all loans disbursed for the last month on the line "Total This Month." Care should be taken not to add in the loans deleted for the last month when correcting the entry for "Cumulative total preceding month." Enter the corrected applicable totals for all months previous to the last month on the line "Cumulative Total Preceding Month."

If the totals in this line differ from the totals entered in "Cumulative Total to Date" line of the previous report, indicate that they are the corrected totals. Enter the applicable totals for the entire loan period on the line "Cumulative Total to Date."

The county committee should check the total bushels times the service fee to see if the total service fees collected are correct. On the final report for each type of loan and type of storage, a statement shall be made in the space provided for remarks indicating the total service fees collected for the type of loan and type of storage for which the report is being made.

At the time the final report is made up by the county committee on Commodity Loan 4A, they shall also make up a list in triplicate of all loans certified and entered on Commodity Loan 4, which have not been disbursed by a lending agency. This list should include the serial number of the loan, name and address of the producer, name and address of the lending agency, number of bushels, and total amount of the note. This list shall accompany the final loan summary submitted to the State office.

Upon receipt of forms Commodity Loan 4A from all counties, the State committee shall prepare forms Commodity Loan 4B, "Cumulative State Commodity Loan Summary," in triplicate. The original shall be forwarded to the respective Regional Director of Agriculture Adjustment Agency, Washington 25, D. C., the first copy mailed to the Regional Director of Commodity Credit Corporation serving the area for the commodity for which the report is made, and the second copy retained in the State office. All forms Commodity Loan 4B must be mailed to the Regional office not later than the fifteenth day of the month following the month for which the report is prepared except for the final report which shall be submitted not later than 45 days after the last date of the period for which loans are available. One copy of the list of loans not disbursed by lending agencies shall be forwarded to the Regional Director of AAA and one copy to the Regional Director of Commodity Credit Corporation serving the area at the same time the final copies of Commodity Loan 4B are forwarded.

#### PART V. SERVICE FEES

Each borrower who secures a loan on collateral under the commodity loan programs shall be required to pay a service fee based on the net number of bushels, hundredweight, etc. used in computing the amount of loan. The service fee shall be one cent per bushel for loans secured by farm-stored grain and one-half cent per bushel for loans secured by warehouse-stored grain. For other commodities the rate of service fee shall be that set forth in Commodity Loan 2, Part I, Supplement No. 2 (NCR) for the commodity.

All service fee collections shall be made by entering on the note, CCC Commodity Form A, Revised, or note and loan agreement, CCC Commodity Form B, in the first space provided for distribution of funds "Commodity Credit Corpora-

tion, care of (Name of County) Agricultural Conservation Association, Address of County Association, \$(Amount of fee)." The original and county office copy of the note or note and loan agreement shall be forwarded to the lending agency named thereon for disbursement of funds. The lending agency will make disbursement in accordance with instructions contained in the note or note and loan agreement and will enter the date of disbursement on both the original and county office copies. On the first working day of each month, or more often if desired, the lending agency will prepare for each commodity, separate bank service fee letters of transmittal addressed to the appropriate county agricultural conservation association, covering all loan service fees collected during the period for the account of each county. The bank service fee letter of transmittal will list the serial number of each loan on which disbursements have been made, the amount of service fees collected on each loan and the total amount of service fees collected for the account of each county. The bank service fee letter of transmittal will be forwarded to the appropriate county agricultural conservation association together with the bank draft(s) or cashier's check(s) made payable to Commodity Credit Corporation for the total amount of service fees collected, together with the county office copies of the notes and note and loan agreements listed thereon.

To keep such records and forms uniform county committees are requested to mimeograph GL-1 (Revised), Bank Service Fee Letter of Transmittal, and supply each lending agency disbursing loans for that county with a sufficient number of forms for reporting service fees.

Immediately upon receipt of the Bank Service Fee Letter of Transmittal, the county committee shall check for accuracy the amounts listed thereon against the number of bushels listed on Commodity Loan 4 (county office record of loans certified) for each individual loan. If any errors are found, they should be brought to the attention of the lending agency and corrections made. When transmittals are correct, the county committee shall enter the amount of service fee and date of disbursement for each loan on form Commodity Loan 4, columns 13 and 14, and transmit all of the service fees received to date to the State committee in the following manner.

County committee should prepare five copies of County Association Service Fee Letter of Transmittal and mail the original and three copies, together with bank drafts or cashier's checks received from lending agencies, to the State committee. Beginning in January 1945, county committees shall start reports by numbering their first report No. 1 and number consecutively until June 30, 1945, (the end of the fiscal year.) Beginning with July 1 each year, the county committee shall start a new series beginning with No. 1 and number consecutively through June 30 of each year. One copy of the letter of transmittal shall be retained in the county office files. The State committee will, after auditing for accuracy, forward the original and one copy, together with the service fee receipts received from the county, to the Treasurer of Commodity Credit Corporation, Washington 25, D. C. One copy shall be forwarded to the Director of North Central Division, AAA, and one copy retained for the State office file.

Handling of service fees on direct loans will be handled in the same manner as loans through local lending agencies.

Within 30 days after the end of each respective loan period, for example, wheat December 31, corn May 31, etc., the service fee letters of transmittal shall indicate that all fees have been received for a respective commodity by typing on the letter of transmittal a notation that all service fees for the commodity have been received (i.e. All service fees in connection with wheat loans completed have been received and the total amount of fees collected for the entire year for such commodity is \$ \_\_\_\_\_.) This amount shall be determined by adding all of column 14 of Commodity Loan 4 after a check has been made with the designated lending agency to see that all fees have been received on loans disbursed.

If service fees are overcharged and collected in the amount of \$1.00 or more, the producer may secure a refund by making a claim in writing to the county association setting forth the loan serial number(s) and all computations involved. If the county committee approves the claim, it should be shown on Form ACP-9 as a miscellaneous claim and on Form NCR-County No. 13 on line 5 - CCC - Non-Reimbursable. The State office shall maintain a memorandum account for each association showing all such claims for the county and may consider such account when allocating funds to its associations.

If it is found that a producer has been undercharged in the amount of \$1.00 or more, the county committee shall secure the additional amount due in the form of a bank draft, cashier's check, or money order drawn payable to Commodity Credit Corporation. The additional fee shall be forwarded in the regular manner on the County Association Service Fee Letter of Transmittal and designated as a collection due on underpayment of service fees.

#### PART VI. SERVICE FEES AND REPORTS OF LOANS EXTENDED

No service fees shall be charged in connection with the extension of farm-storage loans unless you are notified otherwise. A record of farm-storage loans extended shall be maintained on Commodity Loan 4 and reported on forms Commodity Loan 4A and 4B. The entry for column 20 on Commodity Loan 4 on farm-storage loans extended shall be taken from CCC Grain Forms W.

#### PART VII. SALE OF BINS

County committees shall forward all proceeds from the sale of bins, together with Grain Bin Sales Form 1, Revised to the State office. Grain Bin Sales Form 1, Revised, is to be used in recording sales of wooden or steel bins and bins moved. This report must be completed for each individual bin moved or sold and shall also be used to report bins that have been destroyed by entering the words "Destroyed by \_\_\_\_\_" in the space provided for the name of the purchaser. The reports are to be numbered consecutively beginning with serial No. 1 and continuing through to June 30. Beginning with July 1 each year the county committee shall start a new series beginning with No. 1 and number consecutively through June 30 of each year.

These reports are to be prepared in quadruplicate, the original and first two copies, accompanied by the sales proceeds in the form of a bank draft, cashier's check, or money order drawn payable to Commodity Credit Corporation, shall be forwarded to the State office on the date the sale is completed. The third copy is to be retained as a permanent record in the county office. The inventory record of bins maintained in the county office must be corrected whenever a bin(s) has been sold. The county committee shall notify the committeeman in charge of the bin site of the sale and the number of the bin sold. The committeeman shall clearly mark the bin as sold so that it will not be confused with bins that are owned by the Corporation. The county committee shall encourage purchasers to remove the bins purchased from the bin site as soon as possible after the date of the sale. One report may be used for the sale of a number of bins from one bin site of the same size and make to one individual.

The State committee shall review Grain Bins Sales Form 1, Revised, the sales record, and if correct shall forward the proceeds and the original copy to the Regional Director of Commodity Credit Corporation serving the area. One copy shall be forwarded to the Regional Director of North Central Division and one copy retained in the State office.

#### PART VIII. RENTAL OF BINS

County committees shall prepare CCC Bin Form A, "Agreement for Rental of Grain Bins," in quadruplicate for each bin (or group of bins for each type of commodity at a bin site, if rented by one individual) that is rented for storage of grain, beans, peas, or seed. The original and first copy shall be forwarded to the State committee with the rental proceeds in the form of a bank draft, cashier's check, or money order drawn payable to Commodity Credit Corporation. The second copy shall be given to the person renting the bin(s). The third copy shall be retained in the county office. Site leases shall be checked to determine that rental agreements do not extend beyond the site lease expiration date. The county committee shall notify the committeeman in charge of the bin site of the bins rented, the commodity for which they are rented, and to whom they are rented. The committeeman shall mark each bin that is rented so that it can be distinguished easily from other bins on the site.

The rental agreement and the proceeds shall be reviewed by the State committee and, if found correct, the original of the agreement and the proceeds shall be forwarded to the Regional Director of Commodity Credit Corporation serving the area. On the first of each month beginning with January 1945, the State office shall furnish the Regional office of AAA a summary of bin rentals by counties showing the date of the contract, name and address of contractor, number of the bin, bin site location and number, commodity for which the bin was rented and capacity of the bin.

#### PART IX. COUNTY AND STATE BIN SUMMARIES

On July 1 of each year the county committee shall prepare a summary in duplicate of the steel and wooden bins on hand. The original shall be forwarded to the State committee not later than July 5 of each year.

The State committee shall check the reports sent in by the county committees by comparing the number of bins reported against the number reported on the committeeman's monthly report. When the State committee is satisfied that the county bin summaries have been completed correctly, they shall summarize county reports and prepare a bin summary in triplicate on the attached form and forward two copies to the Director of the North Central Division not later than July 15 each year. A memorandum shall be attached to the State bin summaries indicating any bins that have been moved in from outside the State or purchased since the last report.

#### PART X. INSPECTION AND MAINTENANCE OF BINS AND STORED COMMODITIES

In order to maintain current and accurate supervision at periodic intervals throughout the year on the condition of CCC owned commodities, CCC owned equipment, and grain bins, a community committeeman within whose community the bin sites are located, or a county committeeman, if the bin site is located in the same town as the county office, shall make a monthly inspection of each bin site. This inspection shall be made at each bin site as of the first of each month. Where the number of sites warrant, more than one committeeman may be designated for this inspection.

The attached form will be used as a method of reporting amounts and the condition of the commodities in bins as well as the condition of the bins and bin sites. This form shall be prepared in duplicate and the original of the report shall be transmitted to the State committee by the committeeman making the inspection on or before the fifth day of each month. A copy of the report shall be furnished the county committee. The space in the last column should be used for reporting materials or labor necessary where bins are in need of repairs or in case the stored commodity or bin sites need attention. CCC owned equipment shall be kept housed or under cover at all times when not in use.

It shall be the responsibility of each farmer fieldman to determine that the reports are being made properly and are submitted regularly for his district. The fieldman should also see that any repairs necessary are attended to promptly. In addition to the use of these reports in checking amounts of commodities stored, as reported on Commodity Loan 23A, the State Committee shall also use them as a check against any other reports received on conditions of stored grain, bins, bin sites, and equipment.

It shall be the responsibility of the committeeman in charge to see that the doors of all CCC bins, except those that have been leased or sold, be kept locked or sealed at all times. The committeeman shall be furnished with seals in order that he can keep bins sealed at all times. Seals may be purchased from the International Seal and Lock Company, Hastings, Michigan. The words "Government Property" shall be stamped on each seal. Old seals removed from bins when making inspection should not be left lying around the bins. After all bins at a site have been repaired and sealed, only those bins that have commodities stored in them need to be opened on each inspection in order to determine the condition and amount of the commodities stored at the site.

If it is found that a bin or bins have had the seals broken and any commodity removed since the previous report of which the committeeman making the inspection has no knowledge, a check shall be made of the county office records at once to determine whether the county office records show that any of the stored commodity has been removed. If the county committee has had no record of the removal of a commodity, a determination shall be made of the amount and cause of any losses and the amount of such loss shall be entered in column D of Commodity Loan 23A as a withdrawal from the bin site. A memorandum explaining the loss shall be attached to each copy of Commodity Loan 23A and forwarded immediately to the State committee.

If it is found upon inspection that any commodity is going out of condition to the extent that it cannot be cared for properly, the county committee shall notify the State committee giving the estimated bushels, a kind of commodity and location of the bin site and also their recommendations as to the proper disposition of the commodity. A sample of such commodity shall be forwarded to the State committee. If in the opinion of the State committee there is a salvage value, they shall submit a report of the grade factors together with their recommendations to the Regional Director of Commodity Credit Corporation or if it is agreed to by the State committee and the Regional Director of Commodity Credit Corporation serving the area, samples of such commodities shall also be forwarded. The Regional Director of Commodity Credit Corporation shall notify the State committee of the disposition to be made of the commodity.

Any commodity or material not belonging to the Corporation but found stored in CCC bins shall be reported on the bin site inspection report and the owner notified to remove such commodity or material unless the bins have been sold or put under rental agreements. A check shall be made on rented bins to determine that they are being used for storage of the commodity for which they were rented. On all bins rented, columns A, B, C, D, G, and H on the bin site inspection report shall be completed in the regular manner. The word "Rented" shall be entered in column E.

Phosphate or fertilizers under the control of the county committee may be stored in wooden bins. However, under the circumstances shall these materials be stored in steel bins.

All expenses incurred in connection with the maintenance and supervision of bins and bin sites and inspection of bins and stored commodities shall be handled as reimbursable expenses.

**WAR FOOD ADMINISTRATION**  
Commodity Credit Corporation  
Commodity Loan 23A

State \_\_\_\_\_ County \_\_\_\_\_

Location \_\_\_\_\_ Site No. \_\_\_\_\_

Report Number \_\_\_\_\_

County Report on \_\_\_\_\_ Receipts or Withdrawals\*  
Commodity \_\_\_\_\_

Month \_\_\_\_\_, 194\_\_\_\_  
Day \_\_\_\_\_

Date	Name & Address	Type of Transaction	Gross Bushels	% Dock	Grade Class	Protein Variety	Price Per Bu.	Sale Proceeds	Bin No.	Hdlg. Chgs.
A	B	C	D	E	F	G	H	I	J	K
	Soybeans			and Foreign Material	and Test Weight	Moisture		Splits	Total Damage	Green Damage
	Edible Beans		Gross Cwt.	% Defect		Net Cwt.	Per Cwt.	Pick Cost	Class	Grade
XX	XXXXXX	XXXXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX

Balance on Hand - Last Report..... Bu.

Amount Receipts or Withdrawals\*-This Report..... Bu.

Balance on Hand - This Report..... Bu.

By \_\_\_\_\_, Chairman  
County Agricultural  
Conservation Association

\*Strike out inapplicable term.

Address \_\_\_\_\_







County	Site No.	Location	Total Receipts for Month (bushels)	Total Withdrawals for Month (bushels)	Balance on Hand (bushels)
1	2	3	4	5	6
Totals					



COUNTY COMMODITY LOAN SUMMARY

Commodity \_\_\_\_\_ Type of Loan \_\_\_\_\_ Type of Storage \_\_\_\_\_  
 Farm or  
 Warehouse

(1) Period Reported	(2) Number of Loans	(3) Number of Bushels	(4) Amount of Storage Advance	(5) Total Amount of Notes	(6) Amount of Loans
Total This Month					
Cumulative Total Preceding Month					
Cumulative Total To Date					

Remarks: \_\_\_\_\_

(Separate reports for  
 Prepare in Duplicate (each commodity and  
 (each type of loan

Submit original to State office fifth day of each month during loan period.  
 Retain duplicate in county office.

\*Entry in column (5) minus entry in column (4)

Signed \_\_\_\_\_  
 Member of County Committee

Date \_\_\_\_\_ 19\_\_



Month--

Commodity \_\_\_\_\_ Type of Loan \_\_\_\_\_ Type of Storage \_\_\_\_\_  
Farm or Warehouse \_\_\_\_\_

[illegible]



## BANK SERVICE FEE LETTER OF TRANSMITTAL

Date \_\_\_\_\_

Commodity \_\_\_\_\_

(Name of County) \_\_\_\_\_ County Agricultural Conservation \_\_\_\_\_ (State & County Code)  
Association

(Address of County Agricultural Conservation Association) \_\_\_\_\_

Report of Loans Disbursed During the Month of \_\_\_\_\_, 194\_\_.

<u>Loan Serial No.</u>	<u>Service Fee</u>	<u>Loan Serial No.</u>	<u>Service Fee</u>
------------------------	--------------------	------------------------	--------------------

Total

The attached check(s), made payable to Commodity Credit Corporation, covers total service fees disbursed by this lending agency for the county and month indicated above.

\_\_\_\_\_  
(Name of Lending Agency)

By \_\_\_\_\_

\_\_\_\_\_  
(Address of Lending Agency)

NB - Separate Letters of Transmittal must be submitted for each commodity.  
Only loans disbursed for the county indicated above shall be listed on this form.

1. *Phragmites australis* (Cav.) Trin. ex Steud.

(Address of County Committee)



Grain Bin Sales Form No. 1 (Revised)  
 U. S. Department of Agriculture  
 Agricultural Adjustment Agency

State \_\_\_\_\_  
 County \_\_\_\_\_  
 Sales Report No. \_\_\_\_\_  
 Date of Transmittal \_\_\_\_\_

County Committee Report  
 of C.C.C. Grain Bin Sales

Name of Purchaser \_\_\_\_\_  
 Address of Purchaser \_\_\_\_\_

Date of Sale \_\_\_\_\_

Name of Manufacturer \_\_\_\_\_  
 Manufacturer's Rated Capacity \_\_\_\_\_ Bushels

County Bin Serial No. \_\_\_\_\_

Wooden bin equipped with shingle roof \_\_\_\_\_ Yes ( ) No ( )

Wooden bins equipped with roll roofing \_\_\_\_\_ Yes ( ) No ( )

Steel Bin \_\_\_\_\_ Yes ( ) No ( )

Erected Bin \_\_\_\_\_ Yes ( ) No ( )

Erected and painted bin \_\_\_\_\_ Yes ( ) No ( )

Unerected bin \_\_\_\_\_ Yes ( ) No ( )

Incomplete bin (Fieldman's report attached) \_\_\_\_\_ Yes ( ) No ( )

Damaged bin (Fieldman's report attached) \_\_\_\_\_ Yes ( ) No ( )

Sold through the medium of public auction \_\_\_\_\_ Yes ( ) No ( )

Sold through the medium of sealed bids \_\_\_\_\_ Yes ( ) No ( )

Sold at private sale \_\_\_\_\_ Yes ( ) No ( )

Transferred out of county \_\_\_\_\_ Yes ( ) No ( )

Name of point to which transferred \_\_\_\_\_

Location from which sold or transferred : Bin Site No. \_\_\_\_\_  
 Town \_\_\_\_\_

Sales receipt attached: Bank Draft ( ) Money Order ( )  
 Certified Check ( ) Cashiers Check ( )

Serial No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Sale checked and approved by \_\_\_\_\_ County Agricultural Con-  
 servation Association. Date \_\_\_\_\_ Signed by \_\_\_\_\_

Sale checked and approved by \_\_\_\_\_ State Agricultural Con-  
 servation Committee. Date \_\_\_\_\_ Signed by \_\_\_\_\_

Prepare in quadruplicate:

Original and first two carbon copies to State Office

Third carbon copy to be retained as permanent county record

Copies of this form supplied on request.



WAR FOOD ADMINISTRATION  
COMMODITY CREDIT CORPORATION

C.C.C. Bin Form A

AGREEMENT FOR RENTAL OF GRAIN BINS

1. THIS AGREEMENT, made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between Commodity Credit Corporation, Washington, D. C., (hereinafter referred to as "Commodity") and

with principal place of business at \_\_\_\_\_  
(hereinafter referred to as the "Contractor").

2. Commodity agrees to rent to Contractor for storage of \_\_\_\_\_  
bin Nos. \_\_\_\_\_ King of commodity

located at \_\_\_\_\_, and situated on property referred to by Commodity as site No. \_\_\_\_\_, having a manufacturer's rated grain storage capacity of \_\_\_\_\_ bushels, for 3 cents per bushel per rated storage capacity for the crop year. The crop year for barley, flax, grain sorghums, oats, rye and wheat shall begin July 1, for dry peas and dry edible beans August 1, for soybeans and corn October 1. This particular agreement is only for first kind of grain stored in bin(s), and when all of that kind of grain is removed from bin(s) at any time during the crop year for such grain, this agreement is terminated except that contractor may remove all of first kind of grain stored in bin(s) and fill bin(s) with same kind of grain without executing a new agreement and without paying additional rental for the crop year. Contractor must complete a new agreement for the storage of a grain of a different kind from the first grain stored if he wishes to continue use of the bin(s).

3. County committees of Agricultural Adjustment Agency shall act as agents of Commodity in completing and effecting this agreement. Contractors shall immediately notify committees when his need of bin expires.

4. The bin is to be accepted by the Contractor for rental purposes at present location, and in its present condition. Any repairs are for account of Contractor, except repairs necessitated by causes beyond the control of the contractor such as flood, wind, lightening, etc., and the bin is to be returned at expiration of this agreement in as good condition as it was on date of signing of this agreement.

5. This agreement, or any claims arising hereunder, shall not be assigned in whole or in part, without the written consent of Commodity and no member of, or delegate to Congress, or any Resident Commissioner shall be admitted to any share or part of this agreement or any benefits to arise therefrom, except that this provision shall not be construed to extend to their interest in any incorporated company, if the agreement be for the general benefit of such corporation or company.

6. The Contractor in performing any work in connection with this agreement shall not discriminate against any worker because of race, creed, color, or national origin.

Date \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
Contractor

COMMODITY CREDIT CORPORATION

By \_\_\_\_\_  
County Agricultural Conservation  
Committee

\_\_\_\_\_  
Member



Bin Summary as of \_\_\_\_\_  
(State) (Steel or Wooden) (Date)

County	B I N S O N H A N D *				Total on hand at Site	Total Number Sold Since Last Report	Destroyed or Moved out of County Since Last Report
	Make Capacity	Make Capacity	Make Capacity	Make Capacity			
County Totals							

Attach a memorandum to this report indicating when bins are moved in from outside the State or purchased since last report.

Make as many columns under this heading as are needed to take care of the types of bins in the State.





